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PART--I-- Orders and Notifications by the Government of Tripura, The High Court, Government Treasury etc.

HIGH COURT OF TRIPURA
AGARTALA.

No. F.3(35)-HC/18/17308-54 Dated, Agartala, the 10th October, 2018.

NOTIFICATION

In exercise of the powers conferred by Article 229 of the Constitution of India, the Chief Justice of the High Court of Tripura with the approval of the Governor do hereby make the following rules further to amend the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014, namely:—

1. (1) These Rules may be called, '**The High Court of Tripura Services (Appointment, Conditions of Service and Conduct) (third amendment) Rules, 2018.**

(2) They shall come into force on the date of their publication in the Official Gazette

2. in rule 2 of **'The High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014,** hereinafter referred to as the 'Principal Rules', after clause (b), the following shall be inserted, namely:—

(1)"(c) **'Court Manager'** means an Officer appointed as per procedure laid down in schedule V for discharging the functions and responsibilities laid down under these rules"

(2) Existing clauses (c),(d),(e),(f),(g),(h),(i),(j),(k) & (l) in the 'Principal Rules' shall be renumbered as (d),(e),(f),(g),(h),(i),(j),(k),(l) & (m) respectively.

(3) in clause, (k) of Rule 2 of the 'Principal Rules' hereinabove renumbered as (l), after the words 'Schedule IV', the words, 'Schedule V' shall be inserted.

3. in rule 4, sub-rule(1) of the 'Principal Rules', after the words 'Schedule IV', the words, 'Schedule V' shall be inserted.

4. in the 'Principal Rules', after Rule 21, the following Rules shall be inserted, namely:—

"21A. Conditions of Service of Court Managers:

(1) After appointment, the posting of the Court Managers shall be made by the Chief Justice.

(2) The Court Managers may be transferred from one district court to another or from High Court to District Court or vice versa by the Chief Justice.
(3) Every person appointed to the post of Court Manager shall have to undergo training as may be prescribed by the High Court from time to time.
(4) Any other Conditions of Service which is not specifically provided for shall be within the absolute discretion of the Chief Justice.

21. B. Functions & Responsibilities of Court Managers:

(1) The Court Manager shall work under the control of the Registrar General in case of appointment in the High Court or of the District Judge in the case of posting in the District, as the case may be.

(2) The Court Manager shall facilitate to establish the performance standards applicable to the Court, including of Timeliness, Efficiency, Quality of Court performances; Infrastructure; Human Resources; Access to Justice; as well as for Systems for Court Management and Case Management, based on applicable directives of Superior Courts, SCMSC & NCMSC.

(3) He will carry out an evaluation of the compliance of the Court Orders with such standards, identify deficiencies and deviations; identify steps required to achieve compliance; maintain such an evaluation on a current basis through annual updates etc. and also perform the following duties and responsibilities:

(4) **Planning** :

(i) In consultation with the stakeholders of a court including the Bar, ministerial staff, Executive Agencies, prosecutors/police/process serving agencies and court users, prepare and update annually a 5-year court wise Court Development Plan(CDP);

(ii) Monitor the implementation of the CDP and report to superior authorities on progress;

(5) **Information and Statistics**

(i) Ensure that statistics on all aspects of the functioning of the Court are compiled and reported accurately and promptly in accordance with systems established by the High Court;
(ii) Ensure that reports on statistics are duly completed and provided to High Court as required;

(6) **Court Management**

(i) Ensure that the process and procedures of the court including for filing, scheduling, conduct of adjudication, access to information and documents and grievance redressal fully comply with the policies and standards established by the High Court for court management and that they safeguard quality, ensure efficiency and timeliness, and minimize costs to litigants and to the State; and enhance access to justice.

(ii) The Court Manager will render assistance to the Judges to perform their administrative duties, thereby enabling the Judges to devote more time to their judicial functions.

(7) **Budget Management**

Preparation of budget, supervising the proper utilization of the budget allocations received for different purposes from the State Government as well as Central Government.

(8) **E- Management**

Implementation and managing requirements under e-Courts Project which includes data entry initiation as well as managing the service roll out under e-Courts project.

(9) **Data Management**

(i) Ensuring that statistics on all aspects of functioning of the Courts are properly complied and reported accurately and promptly.
(ii) Ensuring proper generation of reports of statistics and timely submission of all returns to the High Court.
(iii) Ensuring proper data feeding into National Judicial Data Grid.

(10) **Case Management**

Ensure that case management systems fully comply with the policies and standards established by the High Court for case management and that they address the legitimate needs of each individual litigant in terms of quality, efficiency and timeliness, costs to litigants and to the State.

(11) **Responsiveness Management: Access to Justice; Legal Aid and User Friendliness**

Ensure that the court meets standards established by the High Court on access to justice, legal aid and users friendliness.

(12) **Quality Management**

Ensure that the court meets quality of adjudication standards established by the High Court.

(13) **Human Resource Management**

Ensure that Human Resource Management of ministerial staff in the court comply with the Human Resource Management standards established by the High Court.

(14) **Core Systems Management**

Ensure that the core systems of the courts, documentation management; utilities management; infrastructure and facilities management; financial systems management (audits, accounts, payments) are established and function effectively

(15) **IT Systems Management**

(i) Ensure that the IT systems of the court comply with the standards established by the High Court and are fully functional.
(ii) Feed the proposed National Arrears Grid to be set up to monitor the disposal of cases in all the courts, as and when it is set up.

(16) **Residuary Matters**

With regard to matters not specifically covered hereinabove, the Court Manager shall be governed by the directions of the Hon'ble Chief Justice issued from time to time."

5. (1) in the 'Principal Rules', in column 5, against serial no.3 of Schedule IV, for the words, "by direct recruitment after taking competitive examination" the following shall be substituted, namely:—

" by promotion of the eligible System Assistant from e-courts services in terms of seniority cum merit **or** by direct recruitment through Competitive Examination"

(2) in the 'Principal Rules', for the words appearing in column 6, against serial no.3, in Schedule IV, the following shall be substituted, namely:—

"in case of promotion from the post of System Assistant under eCourts Services, the candidate must have 4(four) years of service as System Assistant and in case of direct recruitment, through competitive examination, the candidate must have **(i)** Bachelor degree in any discipline from any recognized university/ institution with **(ii)** 1(one) year Diploma in Computer Application accredited by DOEACC and at least two years of post qualification experience in computerization / relevant field.".

6. in the 'Principal Rules', after Schedule IV, the following Schedule shall be inserted, namely:—

"[SCHEDULE V]

1	2	3	4	5	6
Sl. No.	Name of the post	Classification	Methods of recruitment	Qualifications	Scale of pay
01.	Court Manager	Group–A Gazetted	Appointment to the post of Court Manager shall be made by direct recruitment through written examination followed by viva voce as per procedure laid down in **Appendix-B** appended to these Rules. A Selection Committee constituted by the Hon'ble Chief Justice shall conduct the selection process and recommend to the Hon'ble Chief Justice names of suitable candidates for appointment to the post on the basis of their performance in the written test and viva voce.	A candidate having the following Qualifications will be eligible for appointment as a Court Manager:- B.Tech in Computer Science / Information Technology with a degree in MBA from recognized University/ Institute or MBA in Finance / HR and with 1(one) year Diploma in Computer science accredited by DOEACC having at least two years of experience in managerial capacity. Preference shall be given to the candidates having experience in the field of law.	Entry pay per month Rs.56,700/- in the pay matrix level 15 of Tripura State Civil Services (Revised Pay) Rules, 2017, subject to revision by the State Government from time to time.

7. in the 'Principal Rules' after Appendix-A, the Appendix-B shall be inserted namely:—

"**APPENDIX-B**

Selection Process of Court Manager

1. FORM OF APPLICATION

To
The Registrar General
High Court of Tripura
Agartala

Sir,
I propose my candidature, to consider for appointment to the post of Court Manager

1. Name (In Capital Letters) :-
2. Name of Parents(Father) :-
   (Mother) :-
   (If lady, then name of husband) :-
3. Address :-
4. Date of Birth (Attach Certificate, may that be a copy of Secondary School examination Certificate) :-
5. Details of Educational Qualifications Including the qualifications in Computer :-
   (i)
   (ii)
   (iii)
   (iv)
   (v)
   (vi)
   (Attach copies of statement of marks or grades secured in the examination concerned)
6. Experience (Specify details and attach copies of certificates) :-
7. If subjected to any criminal case, give necessary details and particulars :-
8. If, is/was party to any civil litigation (give necessary details and particulars) :-
9. Particulars of the application fee (Postal Order/ Demand Draft) :-
10. Email address of candidate Mobile/Landline No. :-

SIGNATURE OF CANDIDATE

DECLARATION:

The details and particulars given above by me are true and correct to my personal knowledge. I have neither concealed nor misrepresented any relevant fact.

SIGNATURE OF CANDIDATE
(FULL NAME OF CANDIDATE)

2. Advertisement:

Application for the post of Court Manager shall be invited by publishing advertisement in 2(two) local newspapers; one in Bengali and another in English having wide circulation and on website of the High Court and also by affixation on the notice board of the High Court as well as of the District Courts.

3. The Scrutiny of Application:

The Applications received in response to the advertisement shall be scrutinized in the Registry and Admit Cards shall be issued for written examination to the candidates who will be found eligible to appear in the written examination after scrutiny of their applications.

4. Examination fee:

There shall be examination fee of Rupees 500/-(five hundred) for the candidates of UR category and Rupees 250/-(two hundred and fifty) for the reserved category of candidates which shall be deposited by IPO or Bank draft payable to the Register General, High Court of Tripura.

5. Travel Expense:

No TA/DA will be payable to the candidates for attending the written examination, Interview & Project Report etc.

6. Selection process:

Whole selection process shall be conducted in two phases namely (1) Written Examination & (2) Interview & Project Report.

The written examination shall consist of an Objective Type (multiple choices) Examination consisting of 3(three) papers with breakup of marks as follows:

Phase -1		
Sl.No.	Paper –I (2 hours duration) **Subject components**	Maximum marks
1.	Introduction of Management, Communication, Organizational Behaviour, Quantitative Technique, Research Methodology, Financial Management, Human Resource Management, Computer skills	100

Sl.No	Paper –II (45 minutes duration) **Subject components**	Maximum marks
2.	General Knowledge, English, Legal Knowledge & General Aptitude	50
Sl.No	Paper –III (45 minutes duration) **Subject components**	Maximum marks
3.	Official language of the state of Tripura	50

Phase -2		
Sl.No.	Subject Components	Maximum marks
1	Interview & Project Report	50

The Objective Type (multiple choices) Examination will consist of 3(three) papers on OMR (Optical Mark Recognition) answer sheet. Paper –III shall be of qualifying in nature and marks secured therein shall not be counted in arriving at the total aggregate of marks obtained.

For every correct answer in the Written Examination, the candidate will be awarded 1(one) mark. There shall be no negative mark for wrong answer. The question(s) not attempted will receive no credit or discredit. Candidates have to secure at least 30% marks out of 50 marks to qualify in the official language paper (Paper-III).

No candidate shall be considered to have qualified in Paper-I & II unless he/she obtains minimum 50% marks in the aggregate , provided that there will be relaxation of 5% in Paper-I & Paper –II for reserved category of candidates. Those candidates who qualify in the Written Examination (Phase-1), shall be called (in the ratio of 1:3 i.e. 3 candidates for 1 vacancy in order of merit) for interview & Project Report after checking of original documents/ testimonials etc. Interview shall be of 50 marks.

Interview & Project Report:

After declaration of Result of the Written Examination , Interview shall be held at High Court of Tripura campus and / or at other places as notified /decided by the High Court of Tripura, on the dates which shall be notified on the website of High Court of Tripura.

Before interview, every candidate, by providing him 7(seven) days, shall be asked to prepare a short project report on a given topic /subject communicated through email/SMS or by other means of communication as decided by the

High Court. The candidate shall have to submit/send it to the Registrar General so as to reach at least four days prior to the interview. Such project report shall be evaluated by the interview Board during the interview. The Interview & Project Report shall be of 50 marks and minimum 30 marks have to be secured by the candidate to be finally selected.

7. Final Selection List/Result:

Result shall be declared and published on the official website and also the Notice Board of the Hon'ble High Court of Tripura. The Selection list so prepared shall be valid for One year.

8. Elimination of Exam Materials:

Due to scarcity of space, used /unused answer sheets and all other examination materials shall be eliminated after 3(three) months of publication of the Final Selection List. High Court of Tripura reserves the right to alter/ change any of the stipulations indicated in the advertisement.

9. Exam Schedule etc.:

Shortly after closure of receipt of the applications, the list of candidates who will be provisionally allowed to appear in the written examination will be published in the official website of the High Court of Tripura along with a Notification containing other details. Any changes will be notified in advance in the website of the High Court. Candidates should visit the website regularly for latest updates and information."

By order,
Sd/-
(S.G.Chattopadhyay)
Registrar General